

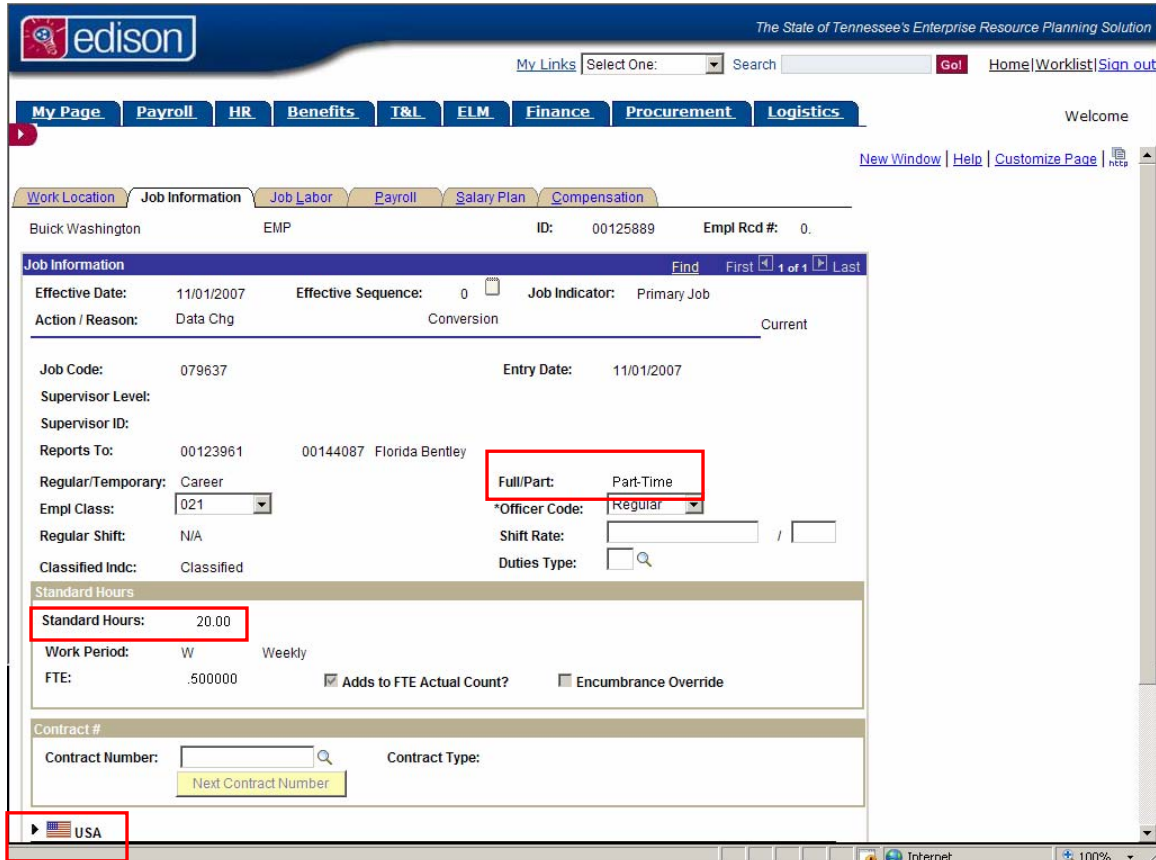
## **Workforce Administration Training Manual Addendum**

### **Table of Contents**

Hiring a Part-Time Employee in a Part-Time Position	Page 2
Hiring a Part-Time Employee in a Full-Time Position	Page 5
Separations	Page 9
Employees changing 28-day schedules	Page 10
Effective Date for Transfers, Promotions, Demotions and Reclassifications	Page 21
Review of Job Data for Mis-Matched Employees	Page 21
Placing Employee on Division of Claims	Page 21
Purging ADA Information	Page 22

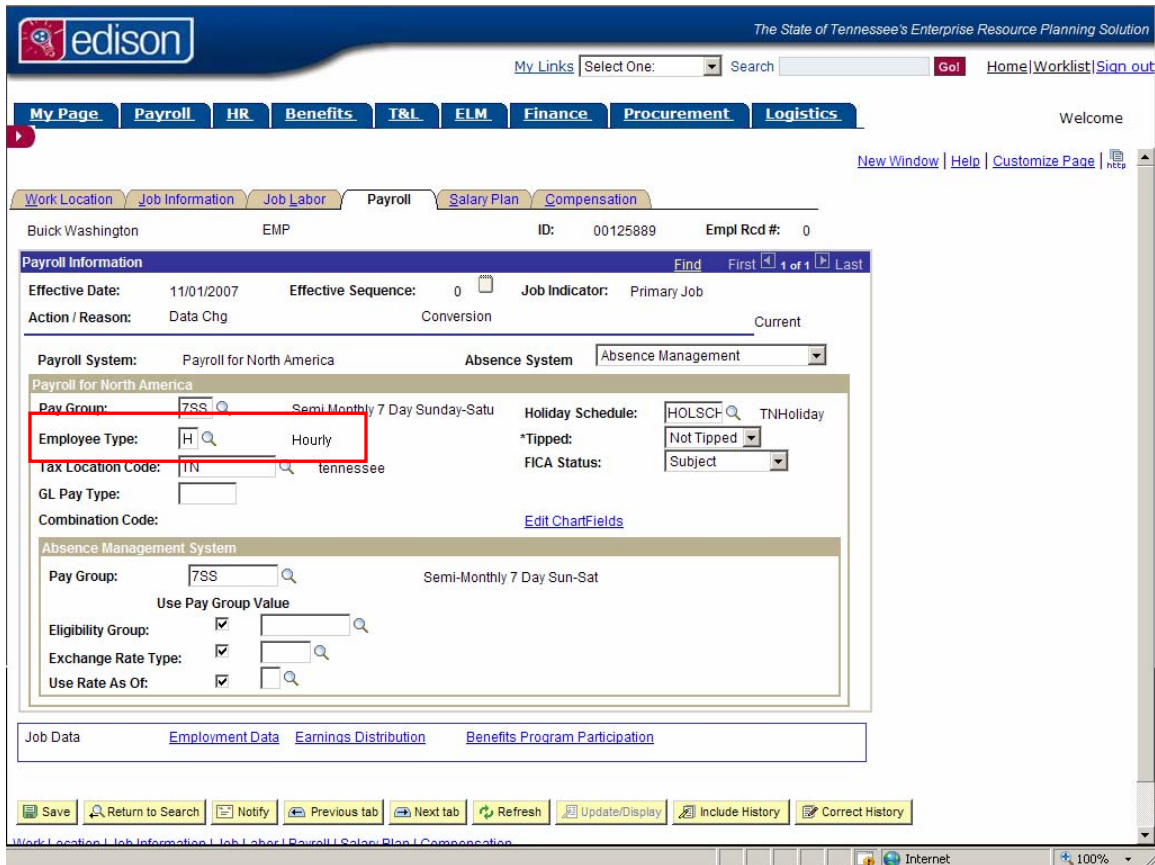
## Hiring a Part-Time Employee in a Part-Time Position (Use Hire a Person – Jane Smith (page 61 of WFAD Training Manual) script with the following changes)

The process for hiring a Part-Time Employee is almost the same as hiring a Full-Time Employee. The major differences are found on the Job Information tab, Payroll tab, and Compensation tab.



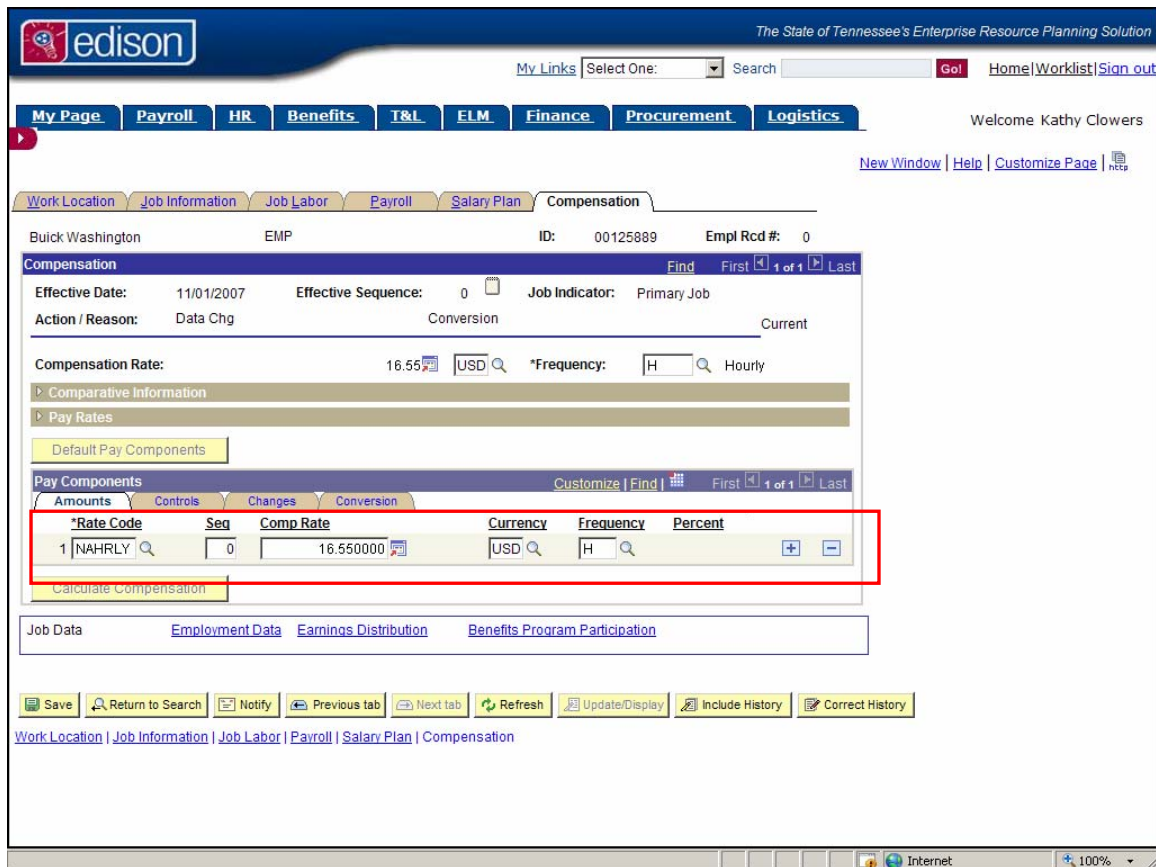
The screenshot displays the Edison HR system interface. The top navigation bar includes tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The 'Job Information' tab is active, showing details for a new hire. The 'Full/Part' field is set to 'Part-Time', and the 'Standard Hours' field is populated with 20.00. The 'USA' flag is selected at the bottom left. The interface also shows fields for Effective Date, Job Code, Supervisor Level, and various other employment details.

On the Job Information tab, the Full/Part field must say Part-Time. This field is defaulted from position information, and should default to part-time if the position is set up a part-time. The Standard Hours field should be populated as 20 hours for all employees who are part-time. Also, the Work Day Hours field located under the USA flag should be populated as 4 hours.



The screenshot shows the Edison HR system interface. The top navigation bar includes tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The Payroll tab is active. Below the navigation bar, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Payroll tab is selected, showing details for employee EMP (ID: 00125889, Empl Rcd #: 0). The Payroll Information section includes fields for Effective Date (11/01/2007), Effective Sequence (0), Job Indicator (Primary Job), Action / Reason (Data Chg), Conversion, and Current. The Payroll System is set to Payroll for North America, and the Absence System is set to Absence Management. The Payroll for North America section includes fields for Pay Group (7SS), Semi-Monthly 7 Day Sunday-Satu, Holiday Schedule (HOLSCH), TNHoliday, Employee Type (H), Hourly, \*Tipped (Not Tipped), FICA Status (Subject), Tax Location Code (TN), Tennessee, GL Pay Type, and Combination Code. The Absence Management System section includes fields for Pay Group (7SS), Semi-Monthly 7 Day Sun-Sat, Use Pay Group Value, Eligibility Group, Exchange Rate Type, and Use Rate As Of. The bottom of the screen shows a status bar with buttons for Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, Include History, and Correct History.

On the Payroll Tab, the Employee Type field must be populated with an 'H' to identify that the employee will be paid Hourly. If the field is not populated with an H for Hourly, then it can be changed by the person entering the transaction. This would be done by using the lookup (magnifying glass) next to the Employee Type Field and then selecting Hourly.



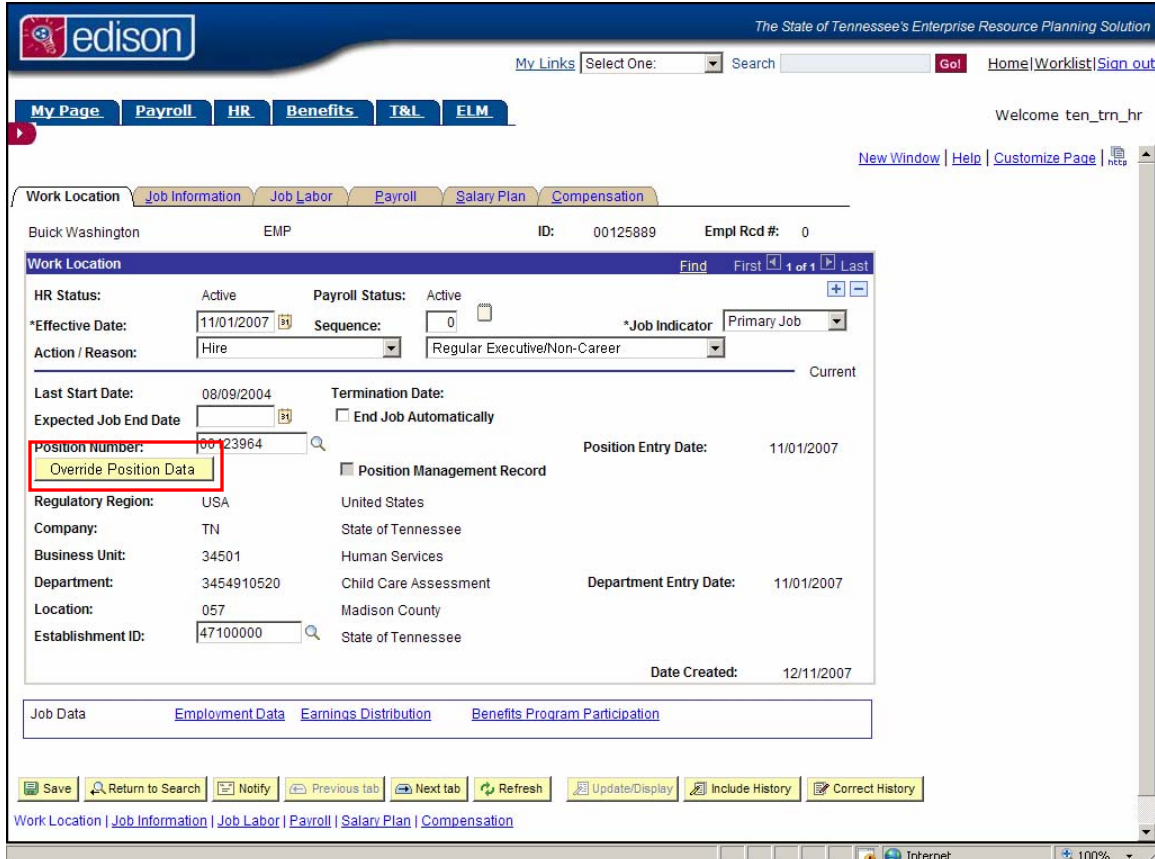
The screenshot displays the Edison HR system interface. The top navigation bar includes tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The user is logged in as Kathy Clowers. The main content area is titled 'Compensation' and shows details for employee Bulck Washington (EMP ID: 00125889). The 'Pay Components' table is highlighted with a red box, showing a single entry with Rate Code 'NAHRLY', Sequence '0', and Rate '16.550000'.

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	16.550000	USD	H	

On the Compensation tab, make sure that the **Rate Code** for the compensation is **NAHRLY – North American Hourly**. Make sure that you enter the compensation as an hourly dollar amount.

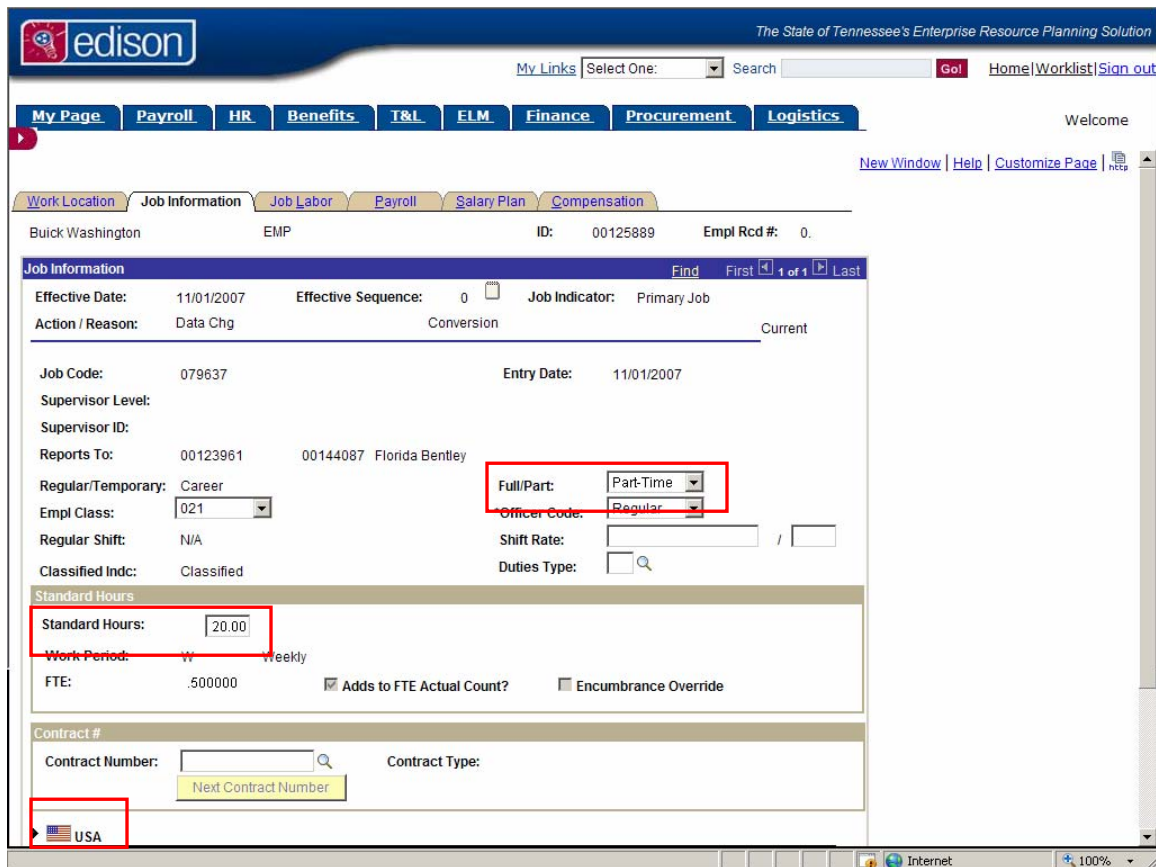
## Hiring a Part Time Employee in a Full Time Position

Agency HR staff will be responsible for entering personnel actions when an Employee assigned to a Full Time position is hired on a Part Time basis.



The screenshot displays the Edison HR system interface for a user named 'ten\_trn\_hr'. The main menu includes 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', and 'ELM'. The 'Work Location' tab is selected, showing details for 'Buick Washington' (EMP ID: 00125889, Empl Rcd #: 0). The 'Job Information' sub-tab is active, displaying fields for HR Status (Active), Payroll Status (Active), \*Effective Date (11/01/2007), Sequence (0), \*Job Indicator (Primary Job), Action / Reason (Hire), Regular Executive/Non-Career, Last Start Date (08/09/2004), Termination Date, Expected Job End Date, Position Number (00123964), and Position Entry Date (11/01/2007). The 'Override Position Data' button is highlighted in a red box. Below the main form, there are links for 'Job Data', 'Employment Data', 'Earnings Distribution', and 'Benefits Program Participation'. The bottom of the screen shows a toolbar with buttons for Save, Return to Search, Notify, Previous tab, Next tab, Refresh, Update/Display, Include History, and Correct History. The browser status bar at the bottom indicates 'Internet' and '100%' zoom.

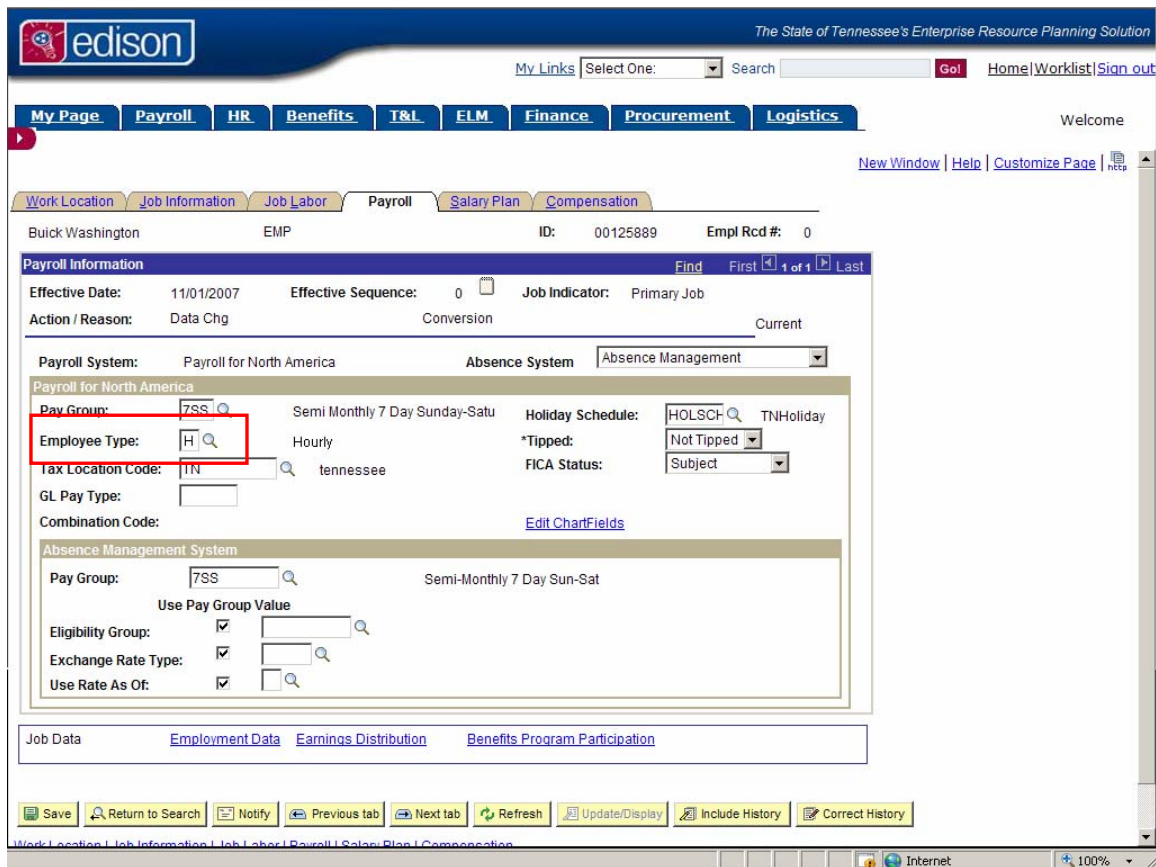
The Override Position Data button will need to be selected to make changes to several fields in Job Data to clearly indicate the employee is Part Time.



The screenshot shows the Edison HR system interface. The top navigation bar includes tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The Job Information tab is selected, displaying details for employee Buick Washington (EMP ID: 00125889). The Job Information section includes fields for Effective Date (11/01/2007), Job Code (079637), Supervisor Level, Supervisor ID, Reports To (00123961, 00144087 Florida Bentley), Regular/Temporary (Career), Empl Class (021), Regular Shift (N/A), Classified Indc (Classified), and Standard Hours (20.00). The Full/Part dropdown is set to Part-Time. The Standard Hours field is highlighted with a red box. The USA flag icon is also highlighted with a red box.

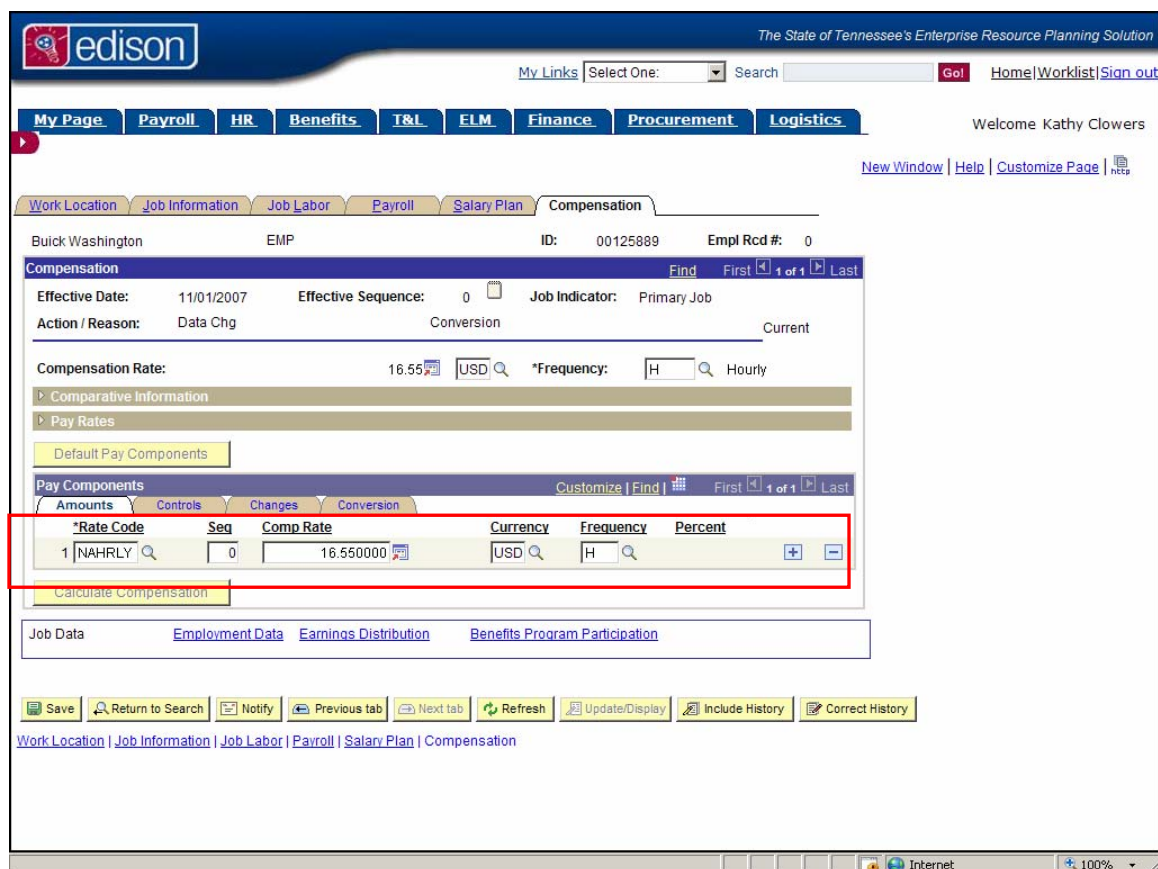
Once the Override Position Data button has been selected, changes can be made to the Full/Part Time (select Part Time) field and Standard Hours field (enter “20” hours) found under the Job Information tab. Also, under the USA Flag, the FLSA status field value should be set as “Alt OT” and the Work Day Hours field should reflect “4” hours.





The screenshot shows the Edison HR system interface. The top navigation bar includes tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The Payroll tab is active. Below the navigation bar, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The Payroll tab is selected, showing details for employee Buick Washington (EMP ID: 00125889). The Payroll Information section includes fields for Effective Date (11/01/2007), Effective Sequence (0), Job Indicator (Primary Job), and Action / Reason (Data Chg). The Payroll System is set to Payroll for North America, and the Absence System is set to Absence Management. The Payroll for North America section includes fields for Pay Group (7SS), Employee Type (H), Tax Location Code (TN), GL Pay Type, and Combination Code. The Absence Management System section includes fields for Pay Group (7SS), Eligibility Group, Exchange Rate Type, and Use Rate As Of. The Employee Type field is highlighted with a red box.

On the Payroll tab, the Employee Type field should be “H” to reflect an hourly compensation rate.



The screenshot displays the Edison HR system interface. The top navigation bar includes tabs for My Page, Payroll, HR, Benefits, T&L, ELM, Finance, Procurement, and Logistics. The user is logged in as Kathy Clowers. The main content area shows the Compensation tab for employee Bulk Washington (ID: 00125889). The Compensation section includes fields for Effective Date (11/01/2007), Effective Sequence (0), Job Indicator (Primary Job), and Compensation Rate (16.55 USD). A table below shows pay components with a highlighted row for Rate Code 'NAHRLY', Sequence '0', and Rate '16.550000'.

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	16.550000	USD	H	

Finally, under the Compensation tab, the Rate Code should be entered as “NAHRLY” and the Compensation Rate field should reflect an hourly dollar amount.

### Note\*

For existing Full Time Employees who are changing to Part Time, the personnel action will be initially entered through the TN Job Data Change Request page and later entered into Job Data by DOHR. Once DOHR has entered the personnel action in Job Data, it is the responsibility of Agency HR staff to review the Full/Part Time, Standard Hours, FLSA Status, Work Day Hours, Employee Type, Rate Code and Compensation Rate fields for accuracy.

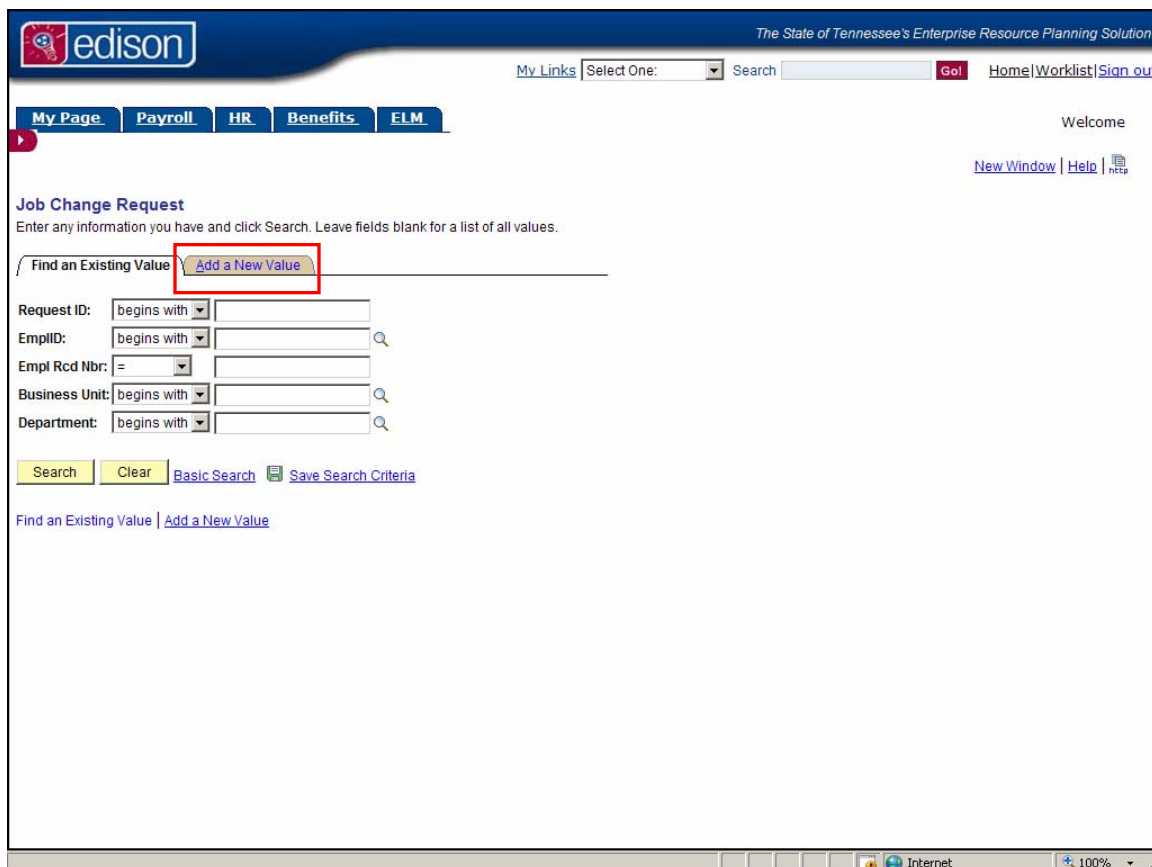


## **Separations (page 379 of WFAD Training Manual)**

When separating an employee in Edison, it is not necessary to hold the separation until the end of the Pay Period. Separations can be entered in Edison as they happen or as the documentation is received by the HR Office. Separations should always be entered through the TN Job Data Change Request page with an effective date of the last day worked plus one day. For example, if an employee's last day worked was June 2, the effective date of the separation should be June 3.

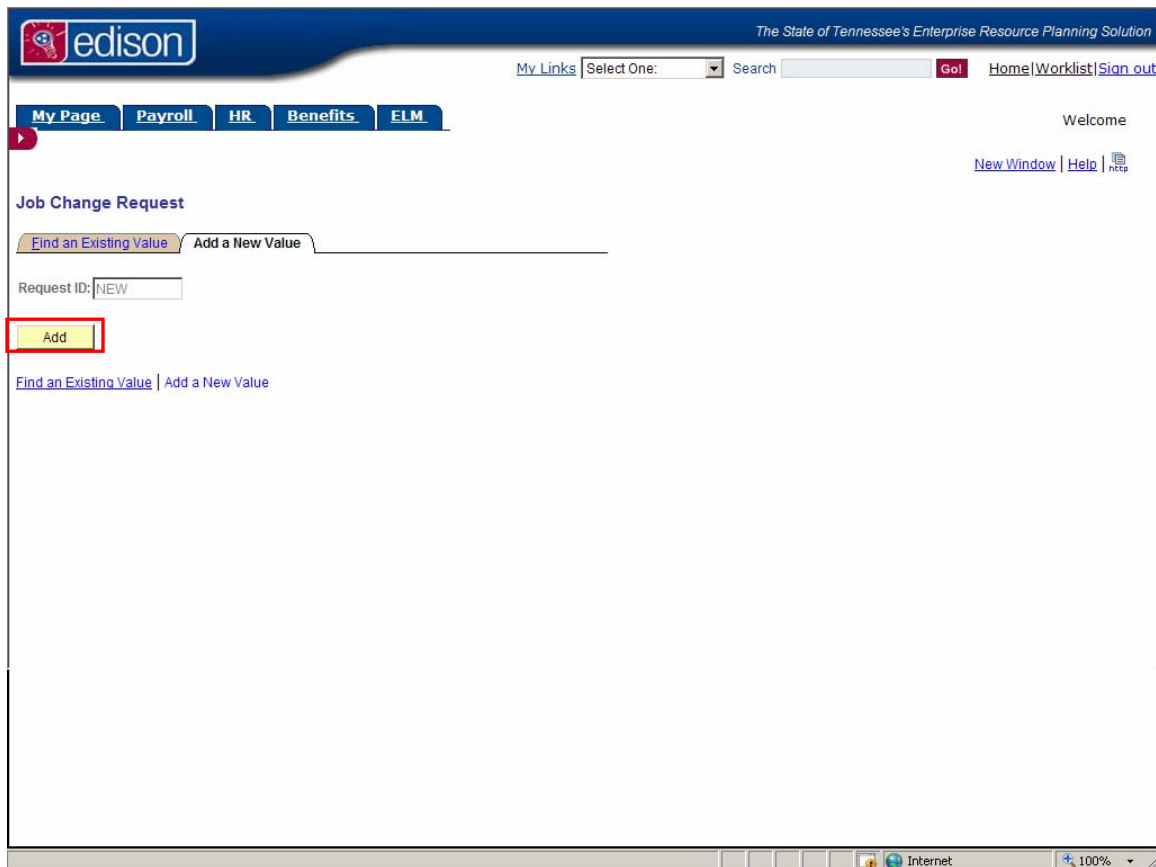
## Employees changing 28-day schedules

When an employee on a 28-day schedule (28A or 28B) needs to change to a different 28-day schedule, they will temporarily need to be placed on a 14-day schedule to account for the 2 week difference in schedule starting dates. The following process Assumes an employee is transferring to a position having a different 28-day Schedule and illustrates the steps you need to take to complete this process.



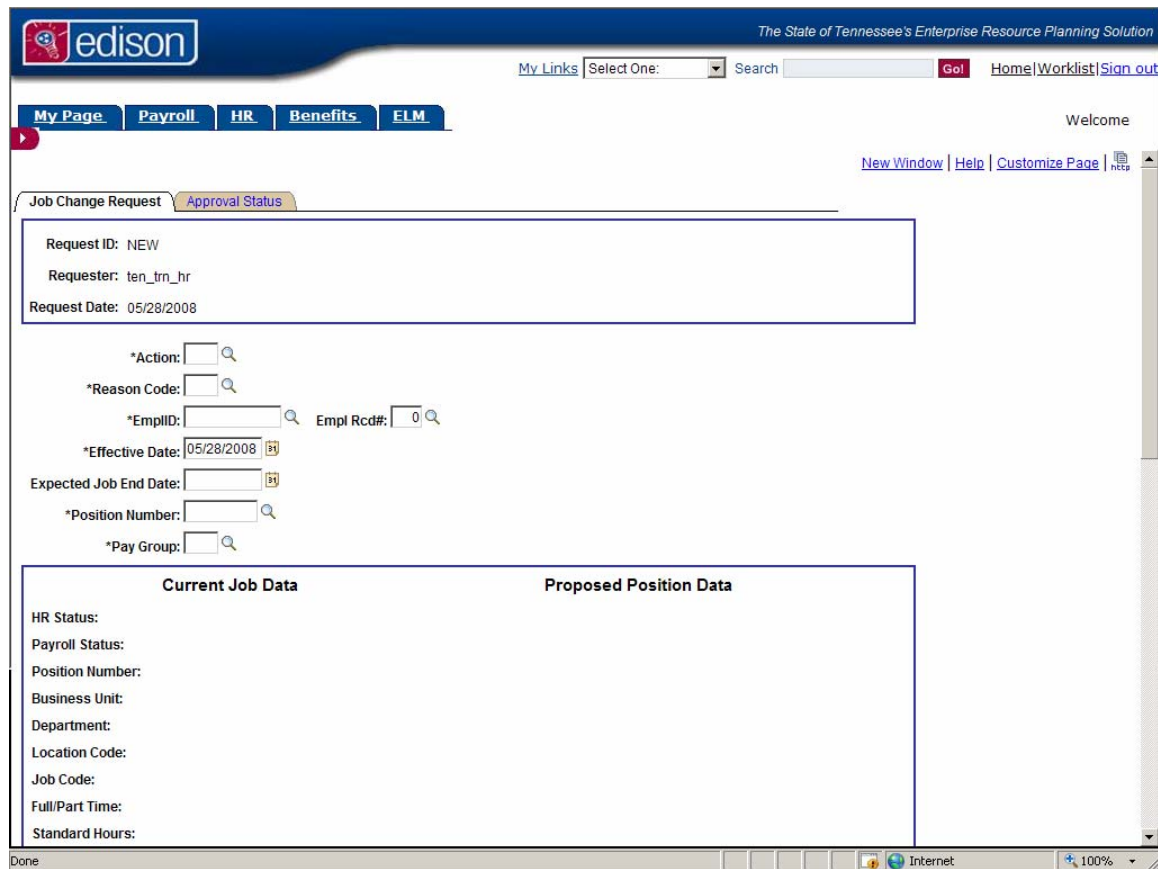
The screenshot shows the 'Job Change Request' page in the Edison system. The page has a blue header with the 'edison' logo and the text 'The State of Tennessee's Enterprise Resource Planning Solution'. Below the header, there are navigation tabs: 'My Page', 'Payroll', 'HR', 'Benefits', and 'ELM'. The 'Job Change Request' section is active, displaying a search form. The form includes a 'Find an Existing Value' tab and an 'Add a New Value' tab, which is highlighted with a red box. Below the tabs, there are several input fields: 'Request ID' (beginning with a dropdown), 'EmplID' (beginning with a dropdown), 'Empl Rcd Nbr' (beginning with a dropdown), 'Business Unit' (beginning with a dropdown), and 'Department' (beginning with a dropdown). Each field has a search icon to its right. At the bottom of the form, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The page also includes a 'Welcome' message and links for 'New Window', 'Help', and 'Sign out'.

Open up the TN Job Data Change Request page for the effected employee. Select the **Add a New Value** tab.



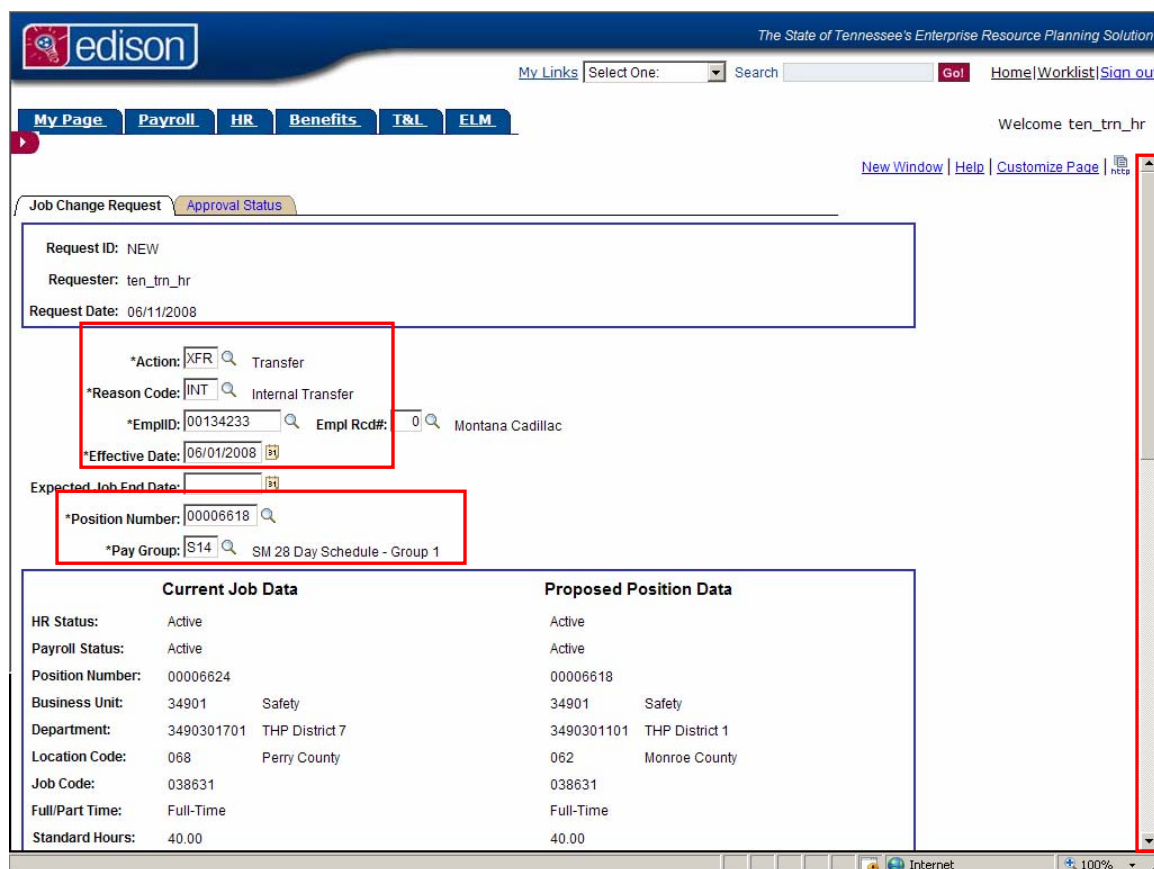
The screenshot shows the Edison HR system interface. At the top, there is a navigation bar with the Edison logo and the text "The State of Tennessee's Enterprise Resource Planning Solution". Below this, there are tabs for "My Page", "Payroll", "HR", "Benefits", and "ELM". The "Job Change Request" section is active, showing a form with a "Request ID" field set to "NEW". The "Add" button is highlighted with a red box. The form also includes links for "Find an Existing Value" and "Add a New Value".

Leave the **Request ID** as **NEW** and click the Add button to begin entering your request.



The screenshot shows the Edison Job Change Request page. The top navigation bar includes the Edison logo, the text "The State of Tennessee's Enterprise Resource Planning Solution", and links for "My Links", "Select One:", "Search", "Go!", "Home", "Worklist", and "Sign out". Below this is a secondary navigation bar with tabs for "My Page", "Payroll", "HR", "Benefits", and "ELM". The main content area has a "Job Change Request" tab selected, with a sub-tab for "Approval Status". A box contains the following information: Request ID: NEW, Requester: ten\_trn\_hr, Request Date: 05/28/2008. Below this are several fields with search icons: \*Action, \*Reason Code, \*EmplID, Empl Rcd#, \*Effective Date (05/28/2008), Expected Job End Date, \*Position Number, and \*Pay Group. At the bottom, there is a table with two columns: "Current Job Data" and "Proposed Position Data". The "Current Job Data" column lists: HR Status, Payroll Status, Position Number, Business Unit, Department, Location Code, Job Code, Full/Part Time, and Standard Hours. The "Proposed Position Data" column is currently empty.

Once the Job Change Request page is open, you can begin entering information.



Enter the following information on the request:

Action: XFR – Transfer

Reason Code: INT – Internal Transfer

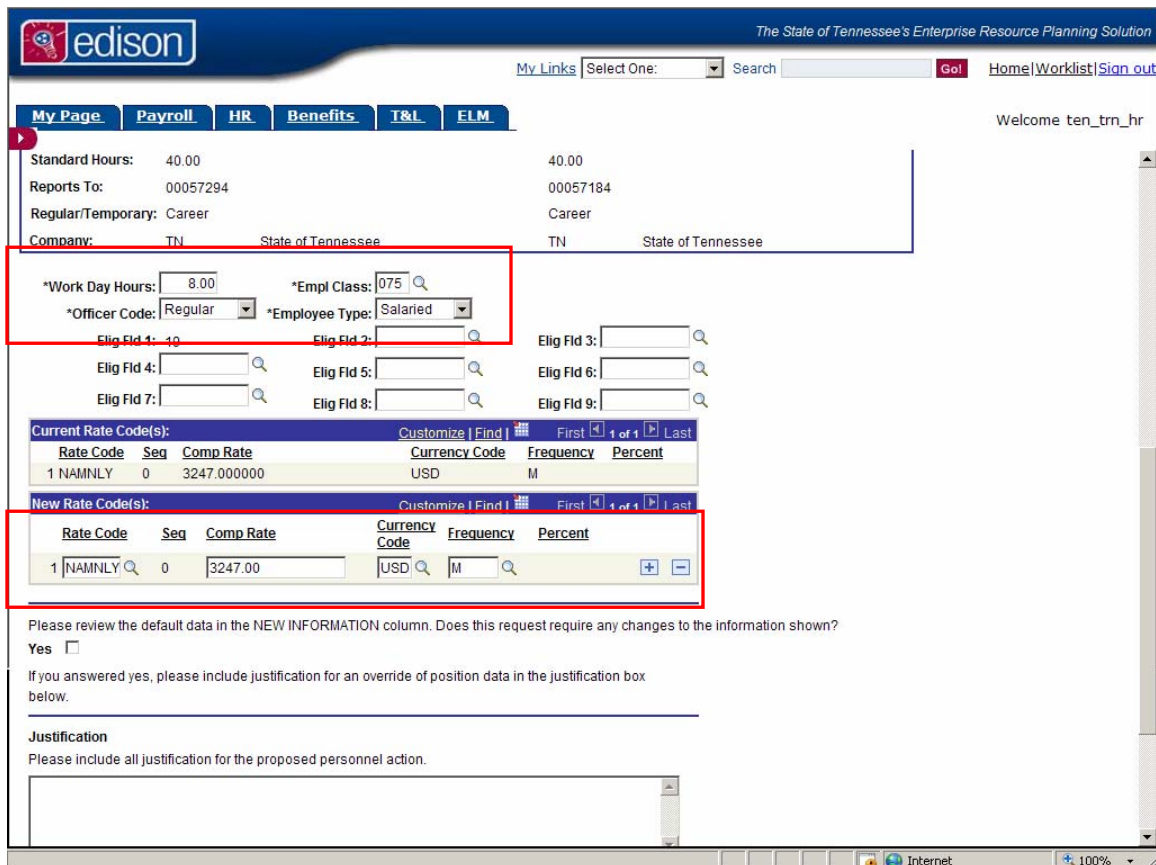
EmplID: Employee ID for Employee affected by Schedule Change

Position Number: Position Number for the position the employee is transferring into

Effective Date: The day after the last day of the 28-day schedule

Pay Group: S14 – Semi Monthly 14 Day Employee

Then scroll down towards the bottom of the page.



The screenshot shows the 'My Page' tab in the Edison HR system. The interface includes a navigation bar with tabs for My Page, Payroll, HR, Benefits, T&L, and ELM. A search bar and 'Go!' button are present. The main content area displays various fields for employee information, including Standard Hours, Reports To, Regular/Temporary status, and Company. A red box highlights the 'Work Day Hours' field (set to 8.00), 'Empl Class' (set to 075), 'Officer Code' (set to Regular), and 'Employee Type' (set to Salaried). Below these fields are nine 'Elig Fld' (Eligibility Field) input boxes. A table titled 'Current Rate Code(s)' shows a single entry with Rate Code 1, Seq 0, Comp Rate 3247.000000, Currency Code USD, and Frequency M. A second table titled 'New Rate Code(s)' is also visible, showing a single entry with Rate Code 1, Seq 0, Comp Rate 3247.00, Currency Code USD, and Frequency M. At the bottom, there is a 'Justification' section with a text area for providing justification for the proposed personnel action.

Work Day Hours: Enter (verify) the appropriate number of hours for this position

Empl Class: Enter (verify) the appropriate Employee Class

Officer Code: Enter (verify) the appropriate Officer Code

Employee Type: Enter (verify) the appropriate Employee Type

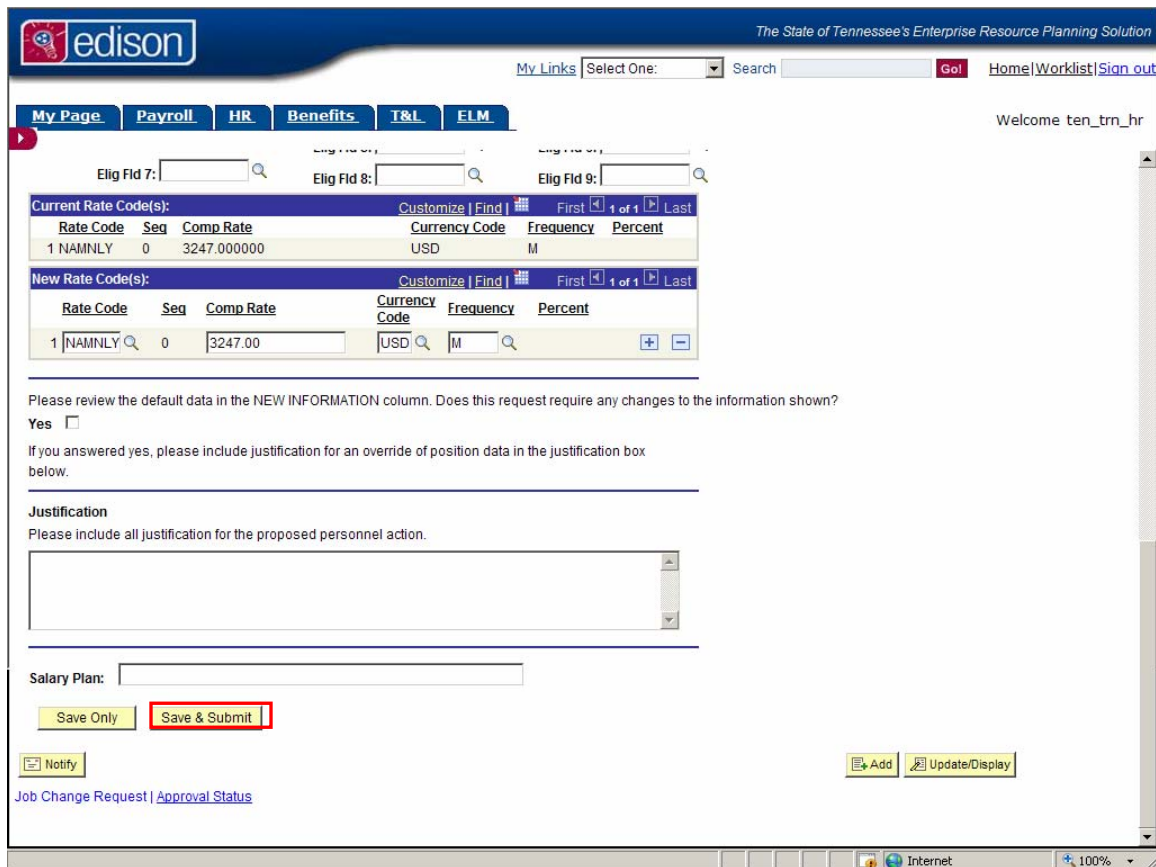
Rate Code: Enter the appropriate Rate Code

Comp Rate: Enter the appropriate Comp Rate

Frequency: Enter the appropriate Frequency

Then scroll down to the bottom of the page.

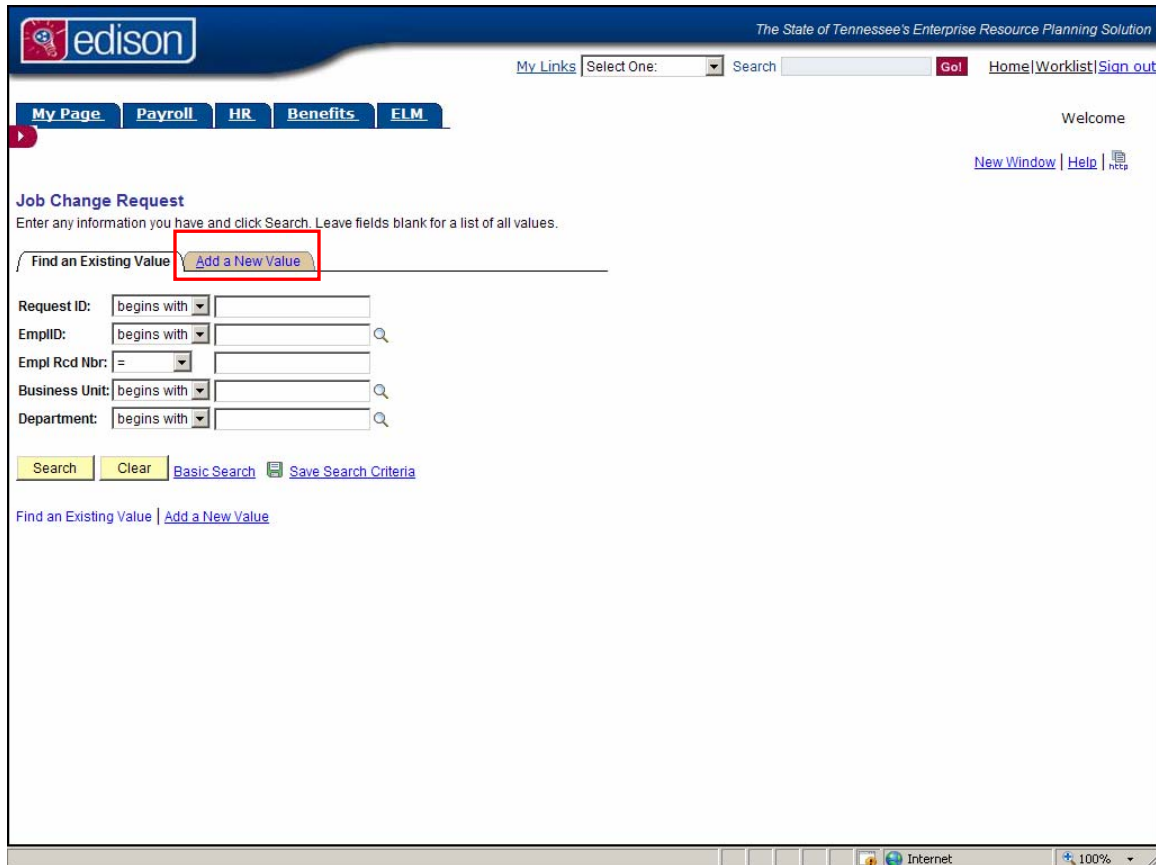




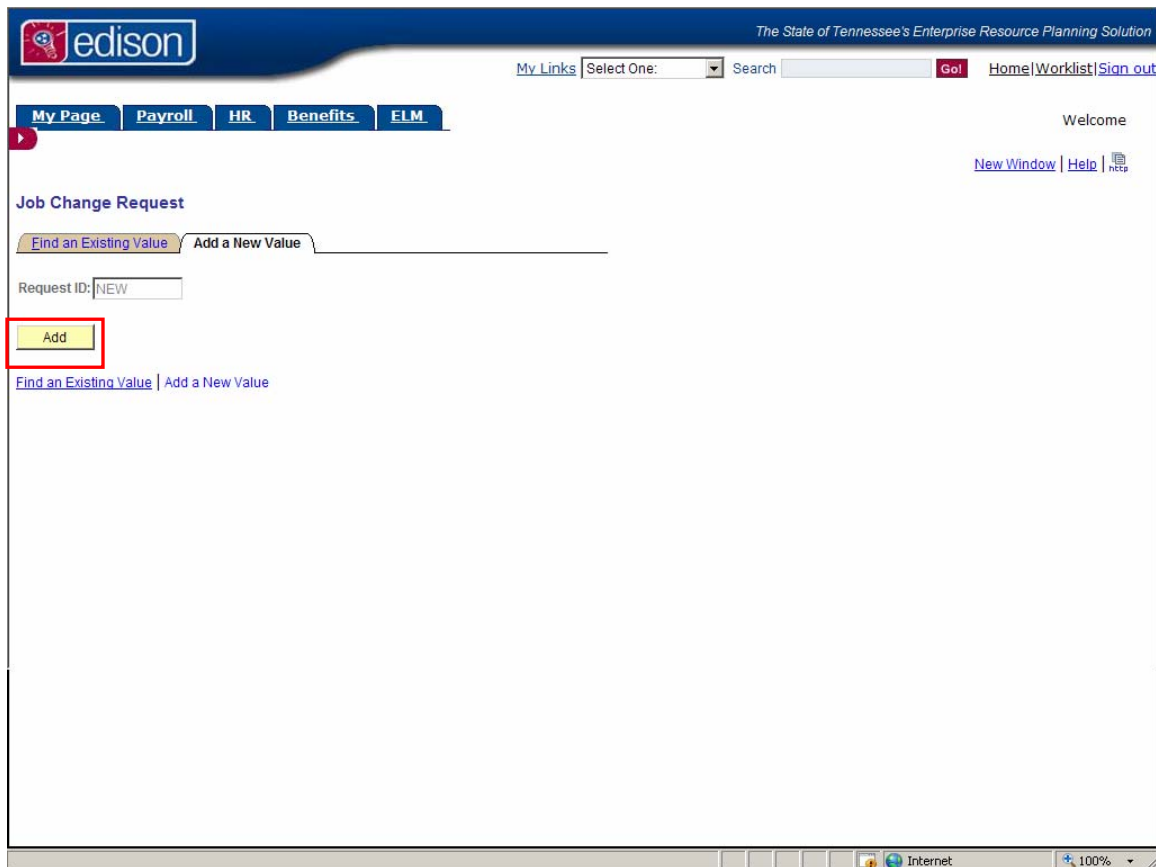
The screenshot shows the Edison HR system interface. At the top, there's a navigation bar with tabs for 'My Page', 'Payroll', 'HR', 'Benefits', 'T&L', and 'ELM'. Below this, there are search fields for 'Elig Fld 7:', 'Elig Fld 8:', and 'Elig Fld 9:'. The main content area is divided into two sections: 'Current Rate Code(s):' and 'New Rate Code(s):'. Each section contains a table with columns for 'Rate Code', 'Seq', 'Comp Rate', 'Currency Code', 'Frequency', and 'Percent'. The 'Current Rate Code(s)' table shows one entry with Rate Code '1', Seq 'NAMNLY', and Comp Rate '0'. The 'New Rate Code(s)' table shows one entry with Rate Code '1', Seq 'NAMNLY', and Comp Rate '0'. Below these tables, there's a 'Justification' section with a text area for providing justification for the proposed personnel action. At the bottom, there's a 'Salary Plan:' dropdown menu and two buttons: 'Save Only' and 'Save & Submit'. The 'Save & Submit' button is highlighted with a red box. Other buttons include 'Add', 'Update/Display', and 'Notify'.

Click the Save & Submit button to submit the request for Approval.

You will now need to submit another request to place this employee in the appropriate 28-day schedule.

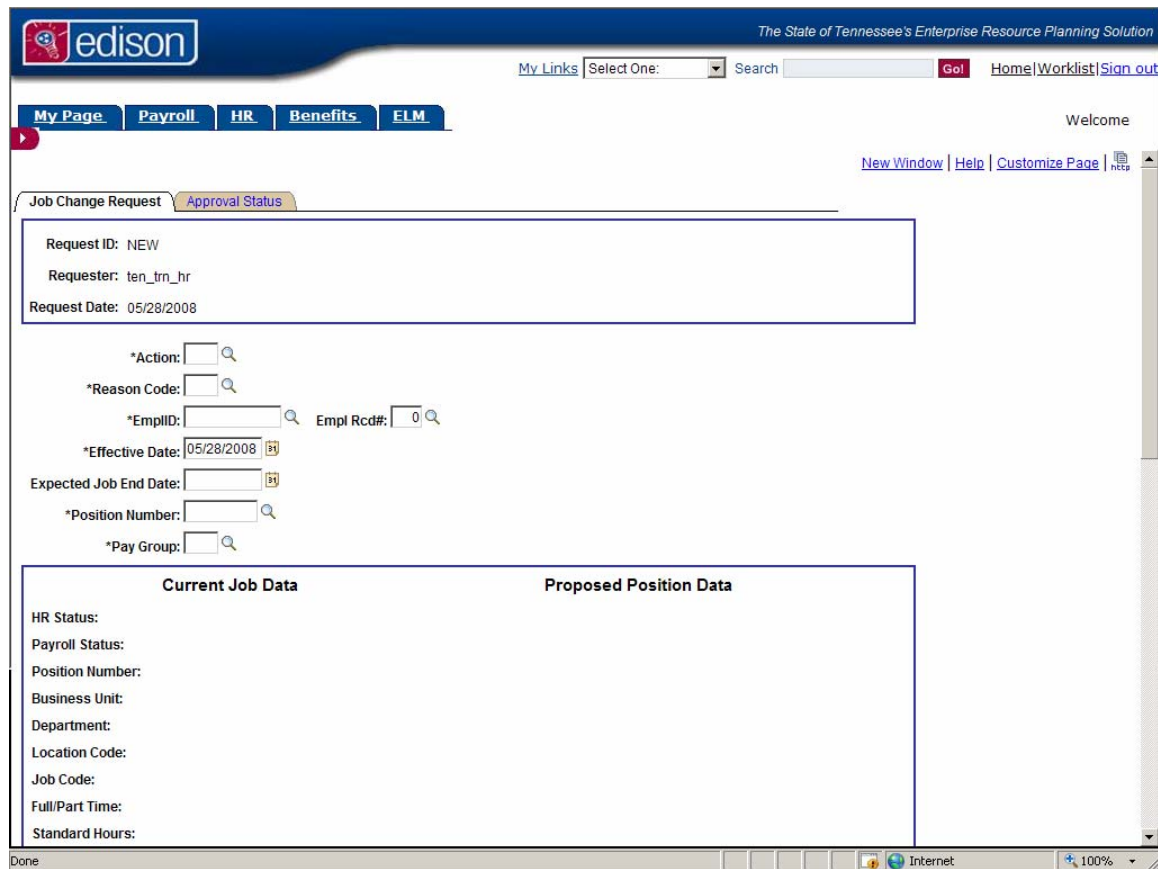


Open up the TN Job Data Change Request page for the effected employee. Select the **Add a New Value** tab.



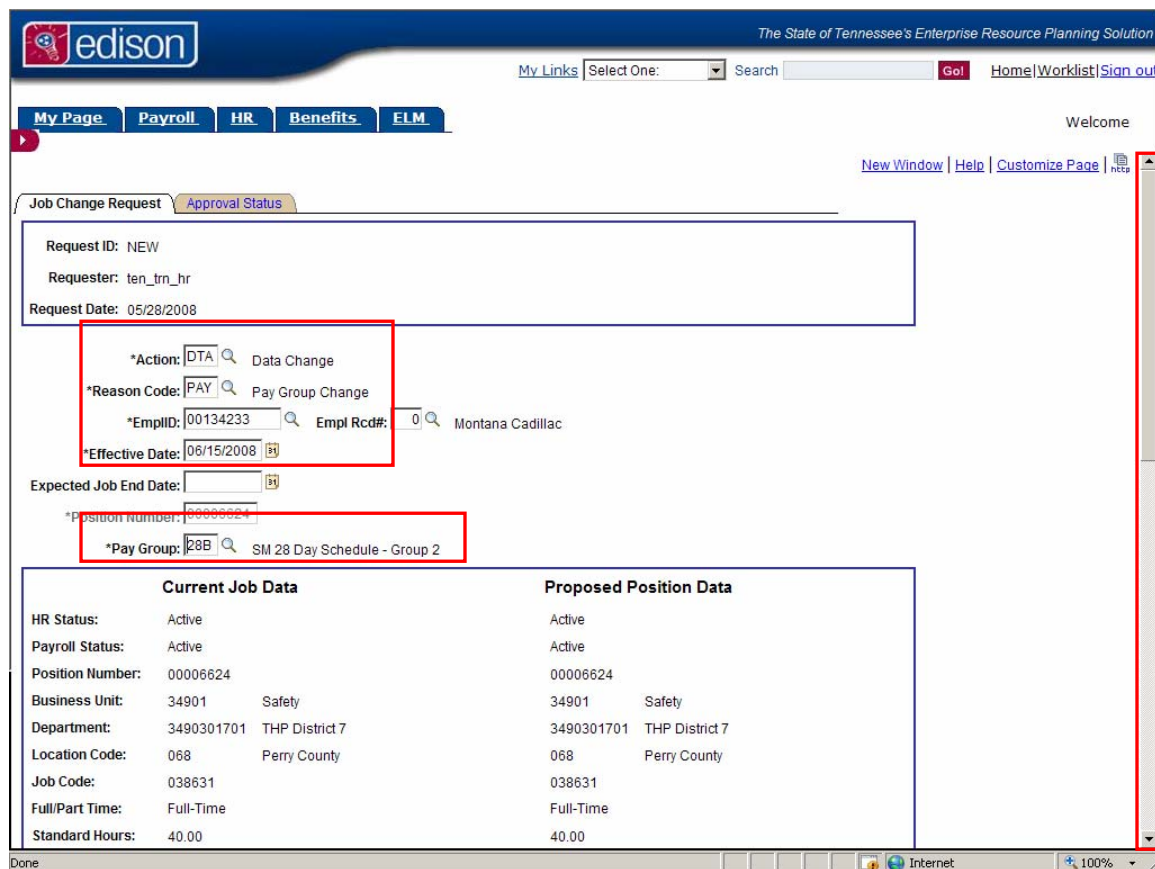
The screenshot shows the Edison HR system interface. At the top, there is a navigation bar with the Edison logo and the text "The State of Tennessee's Enterprise Resource Planning Solution". Below this, there are tabs for "My Page", "Payroll", "HR", "Benefits", and "ELM". The "Job Change Request" section is active, showing two tabs: "Find an Existing Value" and "Add a New Value". The "Request ID" field is set to "NEW". The "Add" button is highlighted with a red box. Below the "Add" button, there are links for "Find an Existing Value" and "Add a New Value".

Leave the **Request ID** as **NEW** and click the Add button to begin entering your request.



The screenshot shows the Edison web application interface for a Job Change Request. The top navigation bar includes the Edison logo, the title "The State of Tennessee's Enterprise Resource Planning Solution", and links for "My Links", "Select One:", "Search", "Go!", "Home", "Worklist", and "Sign out". Below this is a secondary navigation bar with tabs for "My Page", "Payroll", "HR", "Benefits", and "ELM". The main content area is titled "Job Change Request" and "Approval Status". It contains a form with the following fields: "Request ID: NEW", "Requester: ten\_trn\_hr", "Request Date: 05/28/2008", "\*Action:", "\*Reason Code:", "\*EmplID:", "Empl Rcd#:", "\*Effective Date: 05/28/2008", "Expected Job End Date:", "\*Position Number:", and "\*Pay Group:". Below these fields is a table with two columns: "Current Job Data" and "Proposed Position Data". The "Current Job Data" column lists fields: "HR Status:", "Payroll Status:", "Position Number:", "Business Unit:", "Department:", "Location Code:", "Job Code:", "Full/Part Time:", and "Standard Hours:". The "Proposed Position Data" column is currently empty. The bottom of the page shows a Windows taskbar with the "Done" button, a taskbar with several icons, and a status bar showing "Internet" and "100%".

Once the Job Change Request page is open, you can begin entering information.



**Job Change Request** **Approval Status**

Request ID: NEW  
Requester: ten\_trn\_hr  
Request Date: 05/28/2008

\*Action: DTA Data Change  
\*Reason Code: PAY Pay Group Change  
\*EmplID: 00134233 Empl Rcd#: 0 Montana Cadillac  
\*Effective Date: 06/15/2008  
Expected Job End Date:  
\*Position Number: 00006624  
\*Pay Group: 28B SM 28 Day Schedule - Group 2

Current Job Data		Proposed Position Data	
HR Status:	Active	Active	
Payroll Status:	Active	Active	
Position Number:	00006624	00006624	
Business Unit:	34901 Safety	34901 Safety	
Department:	3490301701 THP District 7	3490301701 THP District 7	
Location Code:	068 Perry County	068 Perry County	
Job Code:	038631	038631	
Full/Part Time:	Full-Time	Full-Time	
Standard Hours:	40.00	40.00	

Enter the following information on the request:

Action: DTA – Data Change

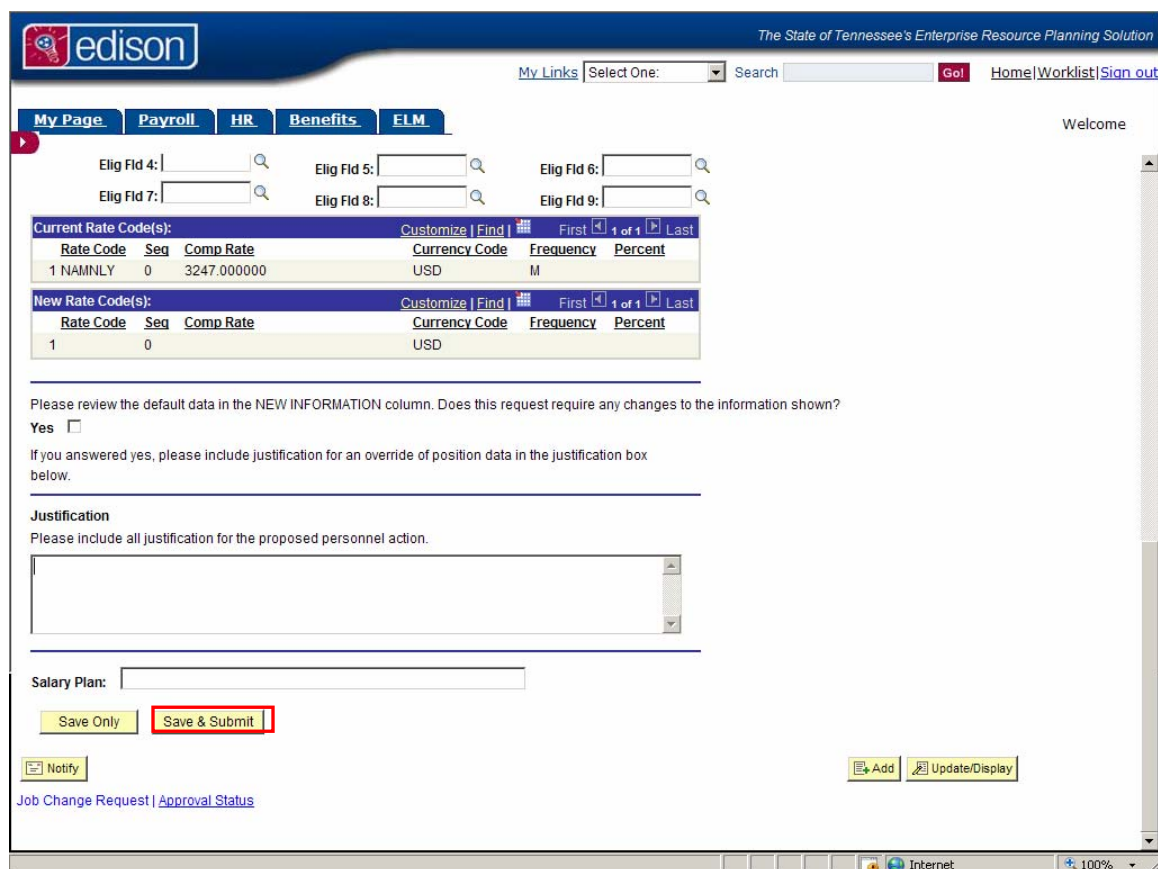
Reason Code: PAY – Pay Group Change

EmplID: Employee ID for Employee affected by Schedule Change

Effective Date: The first day of the new 28-day schedule

Pay Group: 28B – SM 28 Day Schedule – Group 2

Then scroll down to the bottom of the page.



The screenshot shows the Edison HR system interface. At the top, there's a navigation bar with 'My Page', 'Payroll', 'HR', 'Benefits', and 'ELM' tabs. Below this, there are search fields for 'Elig Fld 4' through 'Elig Fld 9'. The main content area is divided into two sections: 'Current Rate Code(s)' and 'New Rate Code(s)'. Each section contains a table with columns: Rate Code, Seq, Comp Rate, Currency Code, Frequency, and Percent. The 'Current Rate Code(s)' table shows one entry with Rate Code '1', Seq 'NAMNLY', and Comp Rate '3247.000000'. The 'New Rate Code(s)' table shows one entry with Rate Code '1' and Seq '0'. Below these tables, there's a question: 'Please review the default data in the NEW INFORMATION column. Does this request require any changes to the information shown?' with a 'Yes' checkbox. A justification box is provided for an override of position data. At the bottom, there's a 'Salary Plan' dropdown and two buttons: 'Save Only' and 'Save & Submit' (highlighted with a red box). There are also 'Add' and 'Update/Display' buttons on the right.

Rate Code	Seq	Comp Rate	Currency Code	Frequency	Percent
1	NAMNLY	3247.000000	USD	M	

Rate Code	Seq	Comp Rate	Currency Code	Frequency	Percent
1	0		USD		

Salary Plan:

Click the Save & Submit button to submit the request for Approval.



## **Effective Date for Transfers, Promotions, Demotions and Reclassifications**

Employees who are transferred, promoted, demoted or reclassified will be effective on the first day of an FLSA period (which will be Sunday for 7SS Employees).

## **Review of Job Data for Mis-Matched Employees**

A mis-match occurs when an Employee's Job Code does not match the Position Job Code. To mis-match an employee, DOHR must select the Override Position Data button found on the Work Location Tab. Once the Override Position Data button has been selected, the appropriate Job Code can be designated on the Job Information tab. However, if the Job Code field is changed, the FLSA status field value (found under the USA flag) reverts to the FLSA status of the Job Code. This value needs to be changed to "Alt OT." Although DOHR staff should correct this value, it is the responsibility of Agency HR staff to review all mis-matched personnel actions which have been entered by DOHR and ensure the FLSA status field value is set to "Alt OT."

## **Placing Employee on Division of Claims**

Agencies will be notified when Sedgwick CMS approves an Employee's placement on Division of Claims. This notification from Sedgwick will be sent via email report to the appropriate Agency staff on a weekly basis with an overall summary sent monthly. Agencies should obtain their Appointing Authority's signature to the weekly report and submit a copy of the signed weekly report along with a copy of the Accident Report to DOHR Technical Services (Mary Sanders or Phyllis McElhiney). In addition, a personnel action will need to be entered into Edison (PLA/DOC) through the TN Job Data Change Request page. It is imperative that this process be completed in a timely manner due to the direct impact on benefits and payroll. DOHR must receive both the signed weekly report and a copy of the Accident Report in order to approve the personnel action.

## Purging ADA Information

Recording disability and ADA accommodations within Edison is at the discretion of the Business Unit. If this information is maintained within Edison, it needs to be purged at the point of an Employee's termination, retirement or transfer to another agency.

ADA information can be purged by navigating to: Workforce Administration>Personal Information>Disability>Disabilities. Enter either the EmplID or Employee Name and click the Search button. You are now on the Disabilities page.

On the Disability tab, the "Disabled" block should be unchecked. Also, click the USA flag and uncheck the "Disabled Veteran" block, if necessary. Next, click the Accommodation Request tab. Any information appearing under the Accommodation Request tab, Request Details section can easily be purged by clicking the delete row (-) button and confirming the deletion of the selected row by clicking the "OK" button. Also, any information entered under the Accommodation Option and Accommodation Job Task tabs have now been automatically purged. If more than one disability and accommodation has been recorded, you will need to repeat the previous steps until all Accommodation Requests have been purged.